



*SIGMA
USER GUIDES SERIES*

*1556 TRAINING
REQUESTS*

Updated: 11 July 2003

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INTRODUCTION

SIGMA/SAP will be the system of record for Training.

You will be able to list, view, register, or submit a cancellation request for your own training requests. Supervisors of record will approve their employee's training requests.

General Training

All NAVAIR employees, including civilian and military personnel, will request training through SIGMA.

Mandated Training

You will continue to register for training in mandated systems, i.e., DAWIA training will still be requested through Register-NOW.

TRAINING BUSINESS RULES

You will request training through:

- Web-based Employee Self Service (ESS).
- You will have the ability to request courses that are not listed in the training catalog from external vendors through Ad Hoc functionality - College Courses, Symposiums, Conferences
- You will submit documented evidence of training completion (certificate, Sign-In sheet) to 7.3.3 or your Training Coordinator to post training history, i.e., online training, CBT, video, etc.
- Planned and Ad Hoc Training Workflow Approval/Certification
 - Work-flowed to Supervisor (Manual)
 - Work-flowed to BFM, Credit Card Holder or Competency POC (Manual)
 - Work-flowed to 7.3.3 (Manual)

Training hours will automatically post to your 40 hour training requirement.

- Supervisors will use the legacy training system and SIGMA to view all training for FY03.
- Employees can still request a copy of their training record.
- Employee may view their training history (from Dec 2002) through the IDP module.

Additional Information:

- Generally, courses will need to be scheduled 30 days prior to the start date.
- You will not need to do an IDP before taking a training class.
- You will need to complete a 1556 form for each course requested.
- The Standard Document Number will be manually entered by BFM, Credit Card Holder or Training POC on the DD 1556 in SAP.

Contractors/External Employees:

- Government POC's register contractors for classes
- Contact the competency training coordinator who will create the employees in SIGMA
- Government POC's register for classes

TRAINING REQUEST APPROVAL WORKFLOW

- The Employee completes the Training Request for a Planned or Ad Hoc Training Event and send it to a Supervisor for Approval
- The Employee's Supervisor will approve the request and forward it to the appropriate Budget Manager for financial approval.
- The Budget Manager will approve the request and forward it to the appropriate Training Manager for Training Approval.
- After the Training Manager has approved the request, the Employee will be automatically booked into the course.
- A confirmation message will be sent to the Employee's SAP Business Workflow Inbox after the Training Request is approved.
- If a Training Request is not acknowledged by an Approver by the 4th day, a notification will be sent to the Employee's SAP Business Workflow Inbox.

ENTERING MULTIPLE TRAINING REQUESTS AT THE SAME TIME

TIP: If you want to register for more than one Class, you can enter all the course information for both Ad Hoc and Planned courses through the SAP Employee Self Service (ESS) website first, and then go to your SAP Business Workplace to fill out the 1556 Forms for all your courses.

IF YOU NEED HELP – WHO TO CALL

Human Resources Training Contacts:

Joji Babuschak	732-323-2763
Joan Clarke	732-323-2912
Marie Pizzella	732-323-7318
Mary Holmes	732-323-7322
Cindy Jones	732-323-2206


WHAT YOU NEED BEFORE YOU BEGIN ENTERING YOUR TRAINING REQUEST

- **SAP Employee Self Service (ESS) Logon ID and Password**
- **SAP Desktop (GUI)¹ Logon ID and Password**
- **Name and course number of the course or courses being requested**
- **Dates of the course(s)**
- **Charges for the course tuition, books, travel, per diem and other expenses.**
- **Name of the Supervisor to approve the Training Request**
- **Charging Object (WBS Element, Network & Activity or Cost Center) paying for the course and expenses.**

¹ GUI = Graphical User Interface, this denotes the standard desktop access to SAP.

COMPLETING A PLANNED TRAINING REQUEST

The most efficient (and frustration free) way to enter a training request is to follow these two steps to entering a training request:

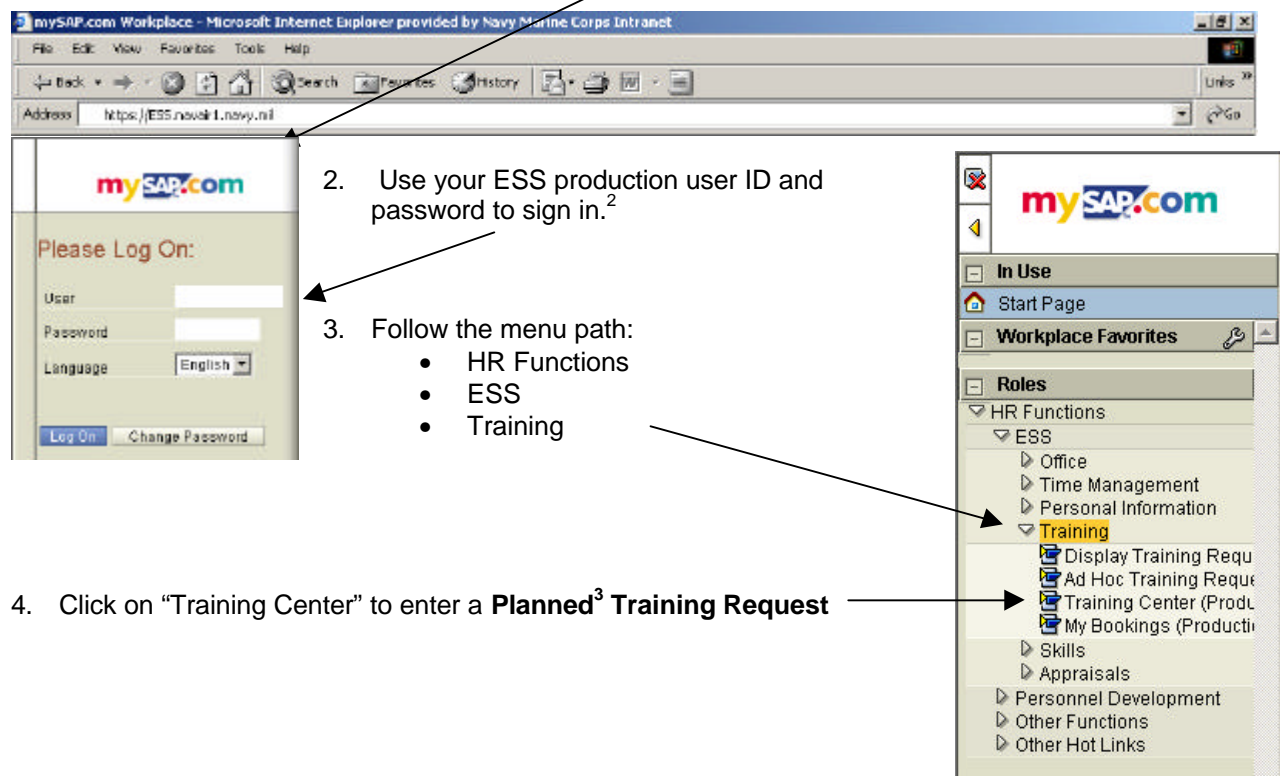
1. Log into ESS to enter your Training Request – after entering the basic information for the request, you will,
2. Log out of ESS and Log into SAP through the Desktop Icon .

The reason for this is that the ESS Website connection is set to time out after a certain period of inactivity. Thus if you get interrupted or need to find information that delays your processing, the application will time out, and you may be forced to re-enter some data or even start over.

When using SAP through the desktop icon, the system does not time out so you have more time to complete your request transaction.

Steps for Completing a Planned Training Request

1. Open Internet Explorer and select mySAP Workplace.com from your Favorites or type the following URL into the "Address" line: <https://ess.navair1.navy.mil>. If you are reading this document on line, click on this hyperlink to open Internet Explorer and open the mySAP Workplace.com ESS Website.



The image shows two screenshots of the mySAP.com interface. The left screenshot shows the login page with fields for User, Password, and Language, and buttons for Log On and Change Password. The right screenshot shows the navigation menu with a tree structure under HR Functions, including ESS, Office, Time Management, Personal Information, Training, Display Training Request, Ad Hoc Training Request, Training Center (Production), My Bookings (Production), Skills, Appraisals, Personnel Development, Other Functions, and Other Hot Links.

2. Use your ESS production user ID and password to sign in.²

3. Follow the menu path:

- HR Functions
- ESS
- Training

4. Click on "Training Center" to enter a **Planned**³ Training Request



² Changing your password using the SAP Desktop Icon WILL NOT change your password on ESS. Each must be changed separately but can be set to the same password.

³ Planned Training Courses appear in the Existing Business Event Catalog

5. If you know the name of the Course you want, enter it in the "Find" field. See the TIP on Searching in the footnote below.⁴


TIP: You can also Search for a Course by picking one or more of the Selection Choices in the Drop Down lists under Subject Area, Period, and/or Location, e.g., Lakehurst, NJ.


TIP: The resulting list of Courses can be sorted by any of the fields, Name, Start or End Date, Location, Price, etc. by clicking on the column header field.

NOTE: If the "Free places" light is Green  there are seats available. If Red , no seats are available.

6. To Select a Course, click on "Add to basket" on the line of the Course you want. This will highlight the line and put the course in your shopping basket.

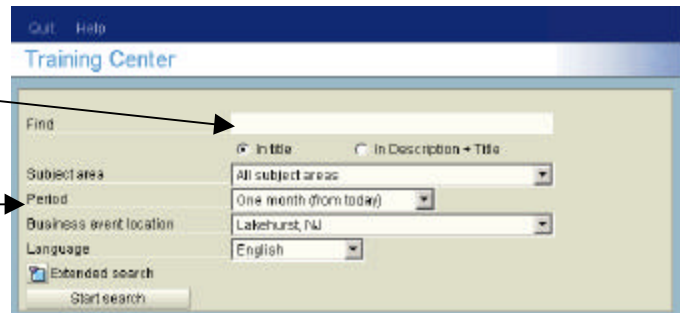
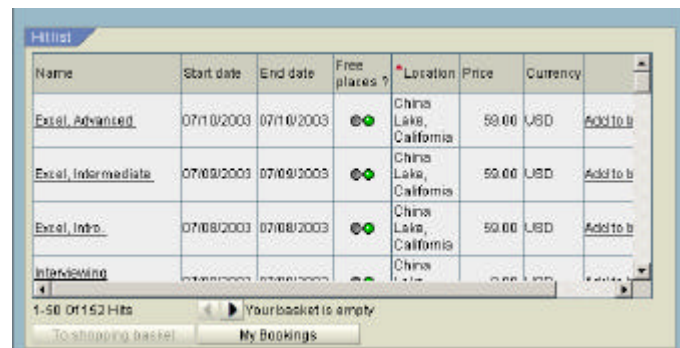
TIP: If there are Notes related to the Course you selected, this message is displayed. You can view any these notes by clicking on the "To shopping basket" button.




If you DO NOT want to view the notes, click OK  to add the course to your basket.

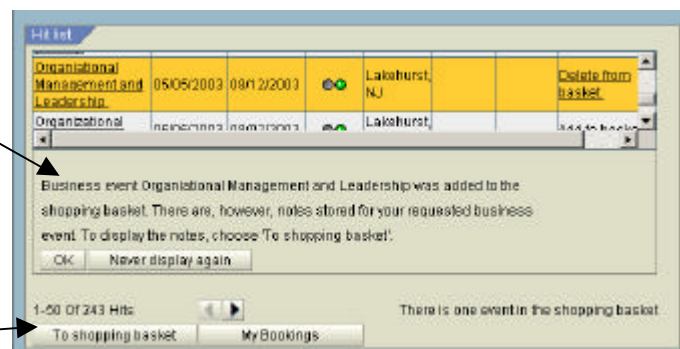
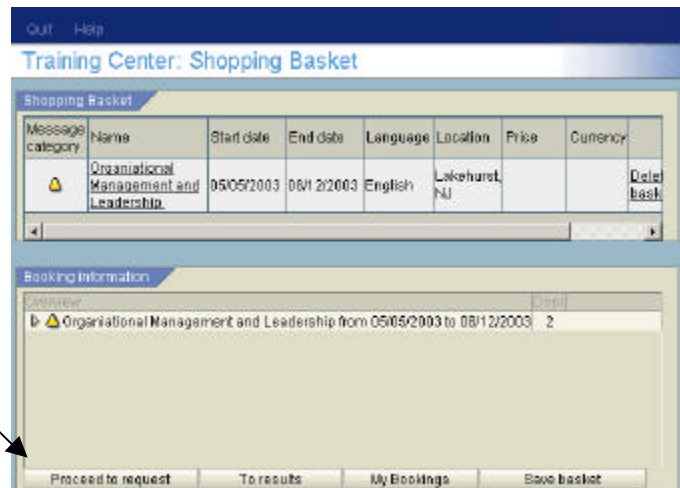
7. Click the "To shopping basket"  button to add the course to your basket.


8. When you are finished choosing courses, click on the "Proceed to Request"  button.

NOTE: DO NOT click the "Proceed to Request" button more than once or you will end up with multiple 1556 Forms for the same course, in your SAP Business Workplace Inbox.





Name	Start date	End date	Free places	Location	Price	Currency	
Excel, Advanced	07/10/2003	07/10/2003		China Lake, California	50.00	USD	Add to basket
Excel, Intermediate	07/08/2003	07/08/2003		China Lake, California	50.00	USD	Add to basket
Excel, Intro	07/08/2003	07/08/2003		China Lake, California	50.00	USD	Add to basket
Interfacing				China Lake			

Message category	Name	Start date	End date	Language	Location	Price	Currency	
	Organizational Management and Leadership	05/05/2003	08/12/2003	English	Lakehurst, NJ			Order basket

Booking Information

Course:  Organizational Management and Leadership from 05/05/2003 to 08/12/2003 2

Buttons: Proceed to request, To results, My Bookings, Save basket

⁴ **TIP:** You can search for a course by Name by typing part of the name in the "Find" field. For example, for Dale Carnegie Courses you could type "Dale*" where the asterisk is a 'wildcard' which will find all courses whose names begin with "Dale". You can also put the asterisk at the front and back of your search term to find courses with your search words anywhere in the title. For example, "*Carnegie*" will return all courses with "Carnegie" anywhere in the title.

9. Click on "Request attendance" to send the course to your SAP Business Workplace Inbox.

This message confirms that the 1556 is in your SAP Business Workplace Inbox ready to be filled out.

10. Click on "Quit".
11. Close Internet Explorer.
NOTE: If you Close Internet Explorer without clicking on "Quit" you will receive a warning message "Do you want to end the mySAP.com Workplace and all applications?". Click on OK.

12. If you are not signed on to SAP through the Desktop icon, log into SAP through the Desktop Icon



13. Go to your SAP Business Workplace by clicking on the SAP Business Workplace icon.
14. Double click on your Inbox to open it. Your training request will be in the list of documents in your Inbox.
15. Double click on the Training Request you want to fill out to continue processing your 1556 request.

16. Fill in the following fields:

- Position level code – use the drop down icon to select your position level, e.g. Executive, Manager, Supervisory, Non-Supervisory or Other).
- If you require Special Accommodations, or want your Home Address or Home Phone Number listed on the 1556 Form, click the drop down in the appropriate fields to answer “Yes” as required.

17. Click on the Course Data tab to go to this screen.

18. Enter your Training Objectives on the three lines provided. **TIP:** The Validity dates are the Validity dates of the course you selected.

InfoType Edit Data View System Help

SAP

Add DD Form 1556

Training Request: JONESCM1 Organizational Management and Leadership

Planning Status: Active

Validity: 85/05/2083 To: 88/12/2083

DD Form 1556 01 9R 80203400 1

Subtype: 8001 Planned Training Request

Print 1556 Form

Print copy 1 Agency (2 pages)

Print copy 3 Vendor Copy (2 pages)

Print copy 9 Evaluation (2 pages)

Attendee Data Course Data Course Cost Course Approval

SUBSCREEN 2002

Course Name: Organizational Management and Leadership

What are your Training Objectives? Dummy 1556 for documentation only

Training Source, School, or Facility Name: C/O

I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept without first obtaining approval from the authorizing training manager. I agree that should I fail to complete the requested training successfully, due to circumstances within

Record 1 of 0

PP03 sappd1 CVR

19. Scroll down using the white scroll bar and enter an "X" to indicate compliance with the Funding and Course Completion certification.

20. Use the drop down list icon and enter the information on **Purpose, Priority, Method of Training** and **Reason for Training**.

Attendee Data Course Data Course Cost Course Approval

Address

City

State/Zip Code

Source Location: Lakehurst, NJ

Purpose: 3 NEW WORK ASSIGNMENT

Source:

Priority: 1 ESSENTIAL

Method of Training: 7 CLASSROOM (AT THE TRAINING SITE)

Reason for Training: 5 IN GOVERNMENT

my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance. X


Record 1 of 0

21. Click on the Course Cost tab.

The screenshot shows the SAP 'Add DD Form 1556' window. The 'Course Cost' tab is selected. The form displays the following fields:

- Training Request:** JONESCOM1, Organisational Management and Leadership
- Planning Status:** Active
- Validity:** 05/05/2003 To 06/12/2003
- DD Form 1556:** 01 9R 50203490 1
- Subtype:** 0001 Planned Training Request
- Print 1556 Form:** Print copy 1 Agency (2 pages), Print copy 3 Vendor Copy (2 pages), Print copy 9 Evaluation (2 pages)
- Course Cost Tab:**
 - Direct Cost:**
 - Tuition: 0.00
 - Books, Materials, and Other Costs:
 - Total Direct Costs: 0.00
 - Hours:**
 - Duty:
 - Non-duty:
 - Total Hours: 0
 - Indirect Cost:**
 - Travel Cost:
 - Per Diem Cost:
 - JON (WBS Element):
 - JON (Network):

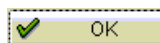
22. Enter appropriate information in the following fields:


- Hours – Duty (if course is during work hours) and Non-duty (if course is after work hours such as college courses)
- Travel Cost (if applicable)
- Per Diem Cost (if applicable)
- Books, Materials and Other Costs (if applicable)
- JON (WBS Element or Network) if applicable
NOTE: For Network numbers, use the first 7 and last 4 digits of the Network number.
- Billing Instructions
NOTE: If the course costs are charged to a JON, enter the Sending Cost Center in the Billing Instructions field by typing "Sending CC xxxxx" where xxxxx is the Sending Cost Center number. If the costs are charged to a Cost Center enter "Charge to CC xxxxx" where xxxxx is the number of the Cost Center to be charged.
- Method of Payment (use drop down list icon ) and select either "GCPC Card" if the Vendor accepts Credit Cards or "Regular" if they don't.


23. Click the Save icon  and click "Continue" in the pop up window.


The screenshot shows a pop-up window titled 'Save 1556 Form'. It contains the text 'Do you want to save data?' and two buttons: 'Continue' and 'Cancel'.

24. The "Record Created" message will appear. Click on the OK button



See the footnote on Printing 1556 Forms⁵ in the footnote below. For a quick "Hardcopy" printout of the Object ID number for your Training Request, click the Customization of Local Layout icon  and click on "Hardcopy" in the drop down list.

25. Click on the Back Arrow icon  to begin the Workflow process.
26. Enter the last name of your Supervisor who will approve this Training Request.

TIP: Enter only the last name and then press Enter or click the green check icon  to get a list of people with that last name. If there is only one person with that last name, the field will populate automatically.

NOTE: If you do not select a Supervisor for Approval but you do click the "Complete work item" icon the Training Request will automatically be rejected.

NOTE: If a "contact person hit list" is presented, it is sorted by last name IN UPPER CASE, then by last name in Upper/Lower case. So if you don't see your supervisor in top of the list (UPPER CASE SORT), scroll down to look at the Upper/Lower case sort at the bottom of the list.

TIP: You can sort this list by the first name of the person by clicking on the "First Name" column header and then clicking on the Sort icon.



Address management: Find contact person hit list

List is sorted by: Last name

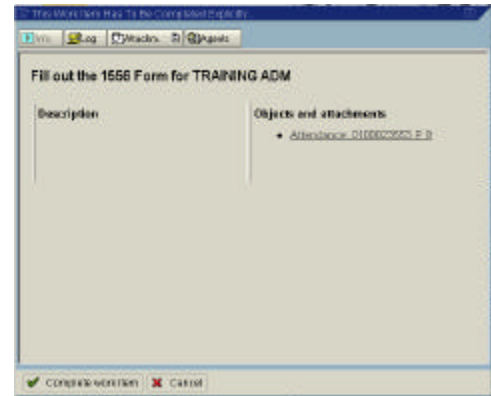
Last name	First name	Company	Department
JONES	STEPHANIE	NAVAIR	
JONES	TAMMY L	NAVAIR	
JONES	TOM	NAVAIR	
JONES	TROY	NAVAIR	
JONES	WADE GORDON	NAVAIR	
JONES	WILL	NAVAIR	
JONES	WILLIAM R	NAVAIR	
JONES	YVETTE H	NAVAIR	
JONES	YVETTE T	NAVAIR	
Jones	Agnes L	NAVAIR	
Jones	Audra J	NAVAIR	
Jones	Bernard M	NAVAIR	
Jones	Bob	NAVAIR	
Jones	Carl	NAVAIR	

NOTE: BE SURE TO PICK THE RIGHT PERSON. There have been many situations where the wrong person was entered as a Supervisor and in some cases, the person selected "REJECTED" the training request because they did not know what to do with it. This results in the need to re-enter the Training Request.

⁵ **NOTE:** You can print the 1556 Form from this screen but it is NOT AN OFFICIAL FORM until it is signed by the training manager. A signed, Official 1556 Form will be sent to you once it is approved by Training.

27. Click the green check icon  to start the Workflow.
28. Click the Complete work item button  Complete work item to send the Training Request to your Supervisor for Approval.

NOTE: If you do not click the “Complete work item” icon the Training Request will remain in your Inbox for processing.



The screenshot shows a SAP Business Workflow Inbox window. At the top, it says 'This Message Has To Be Completed by'. Below this, there are tabs for 'Info', 'Log', 'Comments', and 'Attachments'. The main area is titled 'Fill out the 1556 Form for TRAINING ADM'. It has two sections: 'Description' and 'Objects and attachments'. The 'Objects and attachments' section shows a link '+ Attendance: 0108000000 E B'. At the bottom of the window, there are two buttons: 'Complete work item' (with a green check icon) and 'Cancel' (with a red X icon).

The Planned Training Request is Complete.

The DD 1556 Form will disappear from the Employee's SAP Business Workflow Inbox.


It will appear in the Employee's Supervisor's SAP Business Workflow Inbox.

A NOTE ON THE TRAINING REQUEST APPROVAL WORKFLOW:

- The Employee's Supervisor will approve the request and forward it to an appropriate BFM for financial approval.
- The BFM will approve the request and forward it to the Training Manager for Training Approval.
- After the Training Manager has approved the request, the Employee will be booked into the course.
- A confirmation message will be sent to the Employee's SAP Business Workflow Inbox after the Training Request is approved.
- If a Training Request is not acknowledged by an Approver by the 4th day, a notification will be sent to the Employee's SAP Business Workflow Inbox.

COMPLETING AN AD HOC TRAINING REQUEST

The most efficient (and frustration free) way to enter a training request is to follow these two steps to entering a training request:

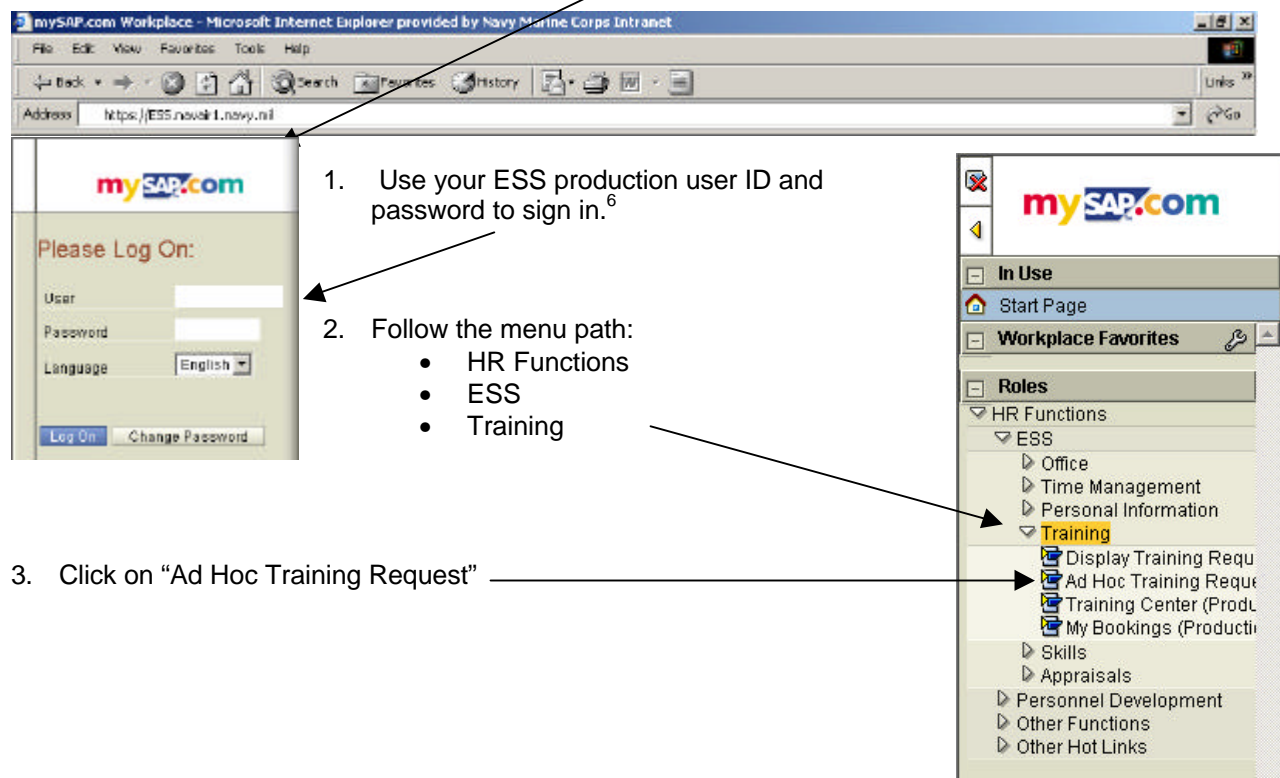
1. Log into ESS to enter your Training Request – after entering the basic information for the request, you will,
2. Log out of ESS and Log into SAP through the Desktop Icon .

The reason for this is that the ESS Website connection is set to time out after a certain period of inactivity. Thus if you get interrupted or need to find information that delays your processing, the application will time out, and you may be forced to re-enter some data or even start over.

When using SAP through the desktop icon, the system does not time out so you have more time to complete your request transaction.

Steps for Completing an Ad Hoc Training Request

1. Open Internet Explorer and select mySAP Workplace.com from your Favorites or type the following URL into the "Address" line: <https://ess.navair1.navy.mil>. If you are reading this document on line, click on this hyperlink to open Internet Explorer and open the mySAP Workplace.com ESS Website.



The screenshot shows the mySAP.com Workplace login page in a Microsoft Internet Explorer browser window. The browser's address bar displays <https://ess.navair1.navy.mil>. The login page has a 'Please Log On:' section with fields for 'User', 'Password', and 'Language' (set to 'English'), along with 'Log On' and 'Change Password' buttons. To the right, a navigation menu is visible under the 'Roles' section, showing a hierarchy: 'HR Functions' > 'ESS' > 'Training' > 'Ad Hoc Training Request'. Arrows point from numbered instructions to these elements.

1. Use your ESS production user ID and password to sign in.⁶
2. Follow the menu path:
 - HR Functions
 - ESS
 - Training
3. Click on "Ad Hoc Training Request"

⁶ Changing your password using the SAP Desktop Icon WILL NOT change your password on ESS. Each must be changed separately but can be set to the same password.

4. Enter the Course Name, Start and End Dates

5. Click on "Proceed to Request"

NOTE: DO NOT click the "Proceed to Request" button more than once or you will end up with multiple 1556 Forms for the same course, in your SAP Business Workplace Inbox.

6. Click "Request Attendance" to send the course to your SAP Business Workplace Inbox.

The message shown here confirms that the 1556 is in your SAP Business Workplace Inbox ready to be filled out.

7. Click on Continue,

8. You will be returned to this screen, Click on "Quit".

9. Close Internet Explorer.

NOTE: If you Close Internet Explorer without clicking on "Quit" you will receive a warning message "Do you want to end the mySAP.com Workplace and all applications?" click on OK.

10. If you are not signed on to SAP through the Desktop icon, log into SAP through the Desktop Icon



11. Go to your SAP Business Workplace by clicking on the SAP Business Workplace icon



12. Double click on your Inbox to open it. Your training request will be in the list of documents in your Inbox.

13. Double click on the Training Request you want to fill out to continue processing your 1556 request.

14. Fill in the following fields:

- Position level code – use the drop down icon to select your position level, e.g. Executive, Manager, Supervisory, Non-Supervisory or Other).
- If you require Special Accommodations, or want your Home Address or Home Phone Number listed on the 1556 Form (useful for College courses), click the drop down in the appropriate fields to answer “Yes” as required.

The screenshot displays the SAP 'Add DD Form 1556' interface. At the top, the menu bar includes 'Info', 'Edit', 'Data', 'View', 'System', and 'Help'. The title bar shows 'Add DD Form 1556'. Below the title bar, the 'Training Request' section shows 'JONES, CYNTHIA' and 'Training Administration'. The 'Planning Status' is 'Active' and the 'Validity' dates are '07/07/2009' to '07/08/2009'. The 'DD Form 1556' section shows '01 SR 50203472 1'. The 'Subtype' is '0002 Ad-hoc Training Request'. There are buttons for 'Print 1556 Form' and 'Print copy 1 Agency (2 pages)', 'Print copy 3 Vendor Copy (2 pages)', and 'Print copy 8 Evaluation (2 pages)'. The 'SUBSCREEN 2001' section contains the following fields:

Attendee:	JONES, CYNTHIA
Position:	PERSONNEL MANAGEMENT
Position Level Code:	[Dropdown]
Pay Plan/Serial:	
Grade/Step:	GS / 2 / 0 / B
Type of Appointment:	1 Civil Career
Organization:	TOTAL FORCE MANAGEMENT DIV
Organization Code:	732899B

There are also checkboxes for 'Do you require special accommodations?', 'Would you like your home address printed on the 1556 form?', and 'Would you like your home phone number printed on the 1556 form?'. The bottom right corner shows 'Record 1 of 0'.

15. Click on the Course Data tab to go to this screen.


The screenshot shows the SAP 'Add DD Form 1556' interface. At the top, there's a menu bar with 'InfoType', 'Edit', 'Go to', 'View', 'System', and 'Help'. Below the menu, the title 'Add DD Form 1556' is displayed. The main form area is divided into sections. The 'Training Request' section shows 'JONESCM1' and 'Training Administration'. The 'Planning Status' is 'Active'. The 'Validity' section shows '87/07/2003' to '87/08/2003'. There are buttons for 'Go' and 'Additional Info'. Below this, the 'DD Form 1556' section shows '01 9R 50263472 1'. The 'Subtype' is '0002 Ad-hoc Training Request'. There are buttons for 'Print 1556 Form' and three radio button options for printing: 'Print copy 1 Agency (2 pages)', 'Print copy 3 Vendor Copy (2 pages)', and 'Print copy 9 Evaluation (2 pages)'. The 'Course Data' tab is selected, showing fields for 'Course Name' (Training Administration), 'Training Objectives?' (Dummy 1556 for documentation only), 'Training Source, School, or Facility Name?' (Sample Training School), 'CTO' (Prof Teacher), and 'Address' (1234 Main Street). A scroll bar on the right indicates more information is available below. At the bottom right, it says 'Record 1 of 0'.

For Ad Hoc Training Requests, fill in the Training Source, School or Faculty information as required.

NOTE: Location is required to be filled in for ALL training requests.

TIP: For Ad Hoc courses taught by NAVAIR personnel Onsite at Lakehurst, enter "Onsite" for the Training Source and "Lakehurst" for the Location.

You will need to scroll down using the white scroll bar to complete this information. Remember to enter an "X" to indicate compliance with the Funding and Course Completion certification.

16. Use the drop down list icon  and enter the information on **Purpose, Priority, Method of Training and Reason for Training.**

TIP: Under **Method of Training**, select #7 for Lakehurst Courses.


The screenshot shows the bottom section of the SAP 'Add DD Form 1556' interface. The 'Course Data' tab is active. The 'Address' field is filled with '1234 Main Street'. The 'City' field is filled with 'Anytown'. The 'State/Zip Code' field is filled with 'NJ / 05335'. The 'Source Location' field is empty. The 'Purpose' field is filled with '3 NEW WORK ASSIGNMENT'. The 'Source' field is empty. The 'Priority' field is filled with '1 ESSENTIAL'. The 'Method of Training' field is filled with '7'. The 'Reason for Training' field is filled with '2 COST EFFECTIVE'. A scroll bar on the right indicates more information is available below. At the bottom right, it says 'Record 1 of 0'.

17. Click on the Course Cost tab.

The screenshot shows the SAP 'Add DD Form 1556' window. The 'Course Cost' tab is selected. The form displays the following fields:

- Training Request:** JONESCOM1
- Planning Status:** Active
- Validity:** 87/07/2003 to 87/08/2003
- DD Form 1556:** 01 9R 50203996 1
- Subtype:** 0002 Ad-hoc Training Request
- Print 1556 Form:** Print copy 1 Agency (2 pages), Print copy 3 Vendor Copy (2 pages), Print copy 9 Evaluation (2 pages)
- Course Cost Tab:**
 - Direct Cost:**
 - Tuition: [Field]
 - Books, Materials, and Other Costs: [Field]
 - Total Direct Costs: 8.08
 - Hours:**
 - Duty: [Field]
 - Non-duty: [Field]
 - Total Hours: 0
 - Indirect Cost:**
 - Travel Cost: [Field]
 - JON (WBS Element): [Field]

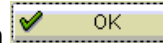
18. Enter appropriate information in the following fields:

- Tuition cost – Enter cost of course not including Books, materials or travel costs.
- Hours – Duty (if course is during work hours) and Non-duty (if course is after work hours such as college courses)
- Travel Cost (if applicable)
- Per Diem Cost (if applicable)
- Books, Materials and Other Costs (if applicable)
- JON (WBS Element or Network) if applicable
NOTE: For Network numbers, use the first 7 and last 4 digits of the Network number.
- Billing Instructions
NOTE: If the course costs are charged to a JON, enter the Sending Cost Center in the Billing Instructions field by typing "Sending CC xxxxx" where xxxxx is the Sending Cost Center number. If the costs are charged to a Cost Center enter "Charge to CC xxxxx" where xxxxx is the number of the Cost Center to be charged.
- Method of Payment (use drop down list icon ) and select either "GCPC Card" if the Vendor accepts Credit Cards or "Regular" if they don't.



19. Click the Save icon  and click "Continue" in the pop up window.

The screenshot shows a pop-up window titled 'Save 1556 Form'. It contains the text 'Do you want to save data?' and two buttons: 'Continue' and 'Cancel'.

20. The “Record Created” message will appear. Click on the OK button



See the footnote on Printing 1556 Forms⁷ in the footnote below. For a quick “Hardcopy” printout of the Object ID number for your Training Request, click the Customization of Local Layout icon  and click on “Hardcopy” in the drop down list.

21. Click on the Back Arrow icon  to begin the Workflow process.
22. Enter the last name of your Supervisor who will approve this Training Request.
TIP: Enter only the last name and then press Enter or click the green check icon  to get a list of people with that last name.

NOTE: If you do not select a Supervisor for Approval but you do click the “Complete work item” icon the Training Request will automatically be rejected.



NOTE: If a “contact person hit list” is presented, it is sorted by last name IN UPPER CASE, then by last name in Upper/Lower case. So if you don’t see your supervisor in top of the list (UPPER CASE SORT), scroll down to look at the Upper/Lower case sort at the bottom of the list.

TIP: You can sort this list by the first name of the person by clicking on the “First Name” column header and then clicking on the Sort icon.

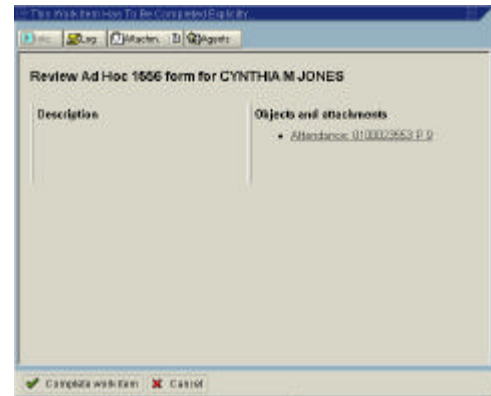
Last name	First name	Company	Department
JONES	STEPHANIE	NAVAIR	
JONES	TAMMY L	NAVAIR	
JONES	TOM	NAVAIR	
JONES	TROY	NAVAIR	
JONES	WADE GORDON	NAVAIR	
JONES	WILL	NAVAIR	
JONES	WILLIAM R	NAVAIR	
JONES	YVETTE H	NAVAIR	
JONES	YVETTE T	NAVAIR	
Jones	Agnes L	NAVAIR	
Jones	Audra J	NAVAIR	
Jones	Bernard M	NAVAIR	
Jones	Bob	NAVAIR	
Jones	Carl	NAVAIR	

NOTE: BE SURE TO PICK THE RIGHT PERSON. There have been many situations where the wrong person was entered as a Supervisor and in some cases, the person selected “REJECTED” the training request because they did not know what to do with it. This results in the need to re-enter the Training Request.

⁷ **NOTE:** You can print the 1556 Form from this screen but it is NOT AN OFFICIAL FORM until it is signed by the training manager. A signed, Official 1556 Form will be sent to you once it is approved by Training.

23. Click the green check icon  to start the Workflow.
24. Click the Complete work item button  Complete work item to send the Training Request to your Supervisor for Approval.

NOTE: If you do not click the “Complete work item” icon the Training Request will remain in your Inbox for processing.



The Ad Hoc Training Request is Complete.

The DD 1556 Form will disappear from the Employee's SAP Business Workflow Inbox.

It will appear in the Employee's Supervisor's SAP Business Workflow Inbox.

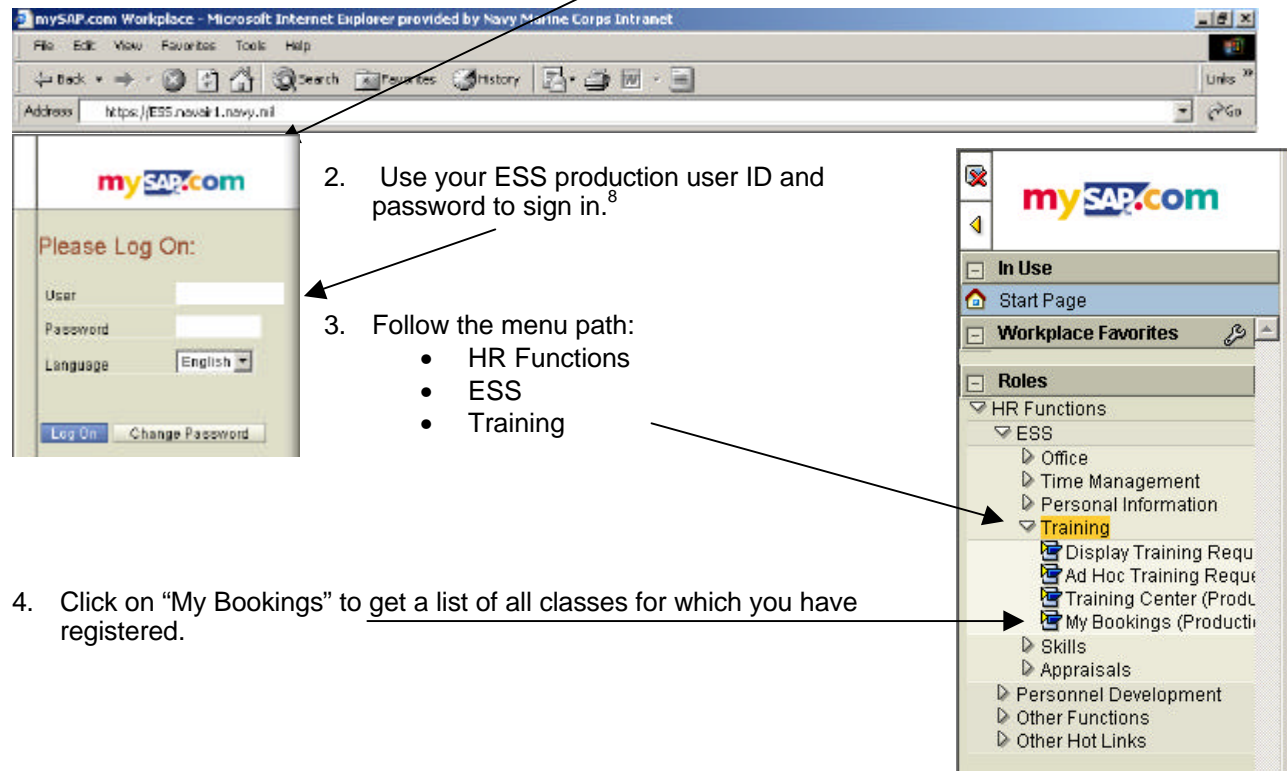
A NOTE ON THE TRAINING REQUEST APPROVAL WORKFLOW:

- The Employee's Supervisor will approve the request and forward it to an appropriate Budget Manager for financial approval.
- The Budget Manager will approve the request and forward it to the Training Manager for Training Approval.
- After the Training Manager has approved the request, the Employee will be booked into the course.
- A confirmation message will be sent to the Employee's SAP Business Workflow Inbox after the Training Request is approved.
- If a Training Request is not acknowledged by an Approver by the 4th day, a notification will be sent to the Employee's SAP Business Workflow Inbox.

SUBMITTING A TRAINING REQUEST CANCELLATION

Steps for Completing a Training Request Cancellation

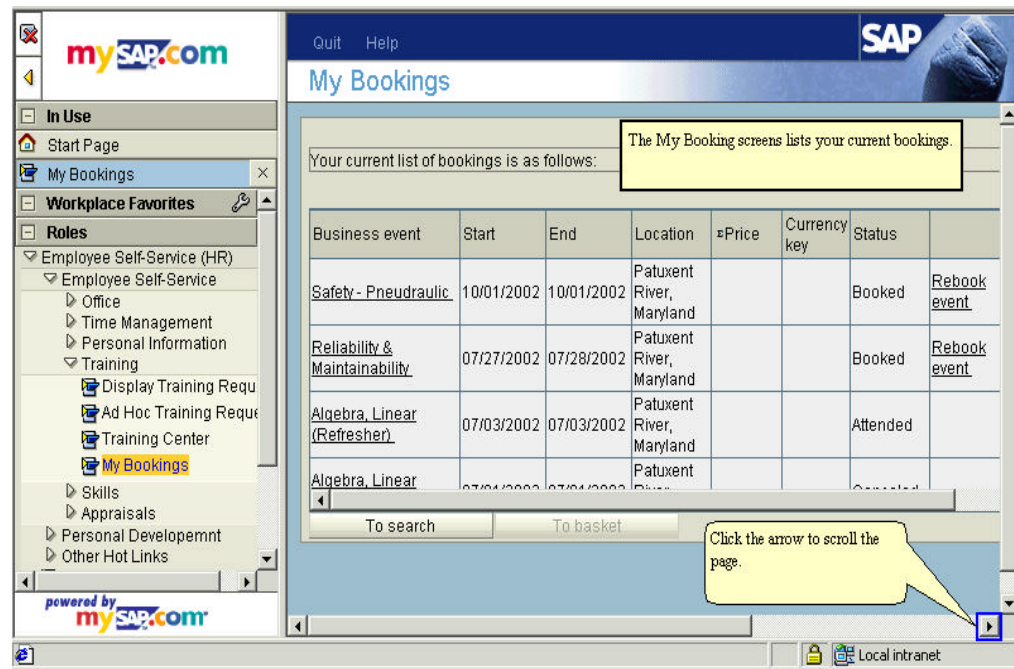
1. Open Internet Explorer and select mySAP Workplace.com from your Favorites or type the following URL into the "Address" line: <https://ess.navair1.navy.mil>. If you are reading this document on line, click on this hyperlink to open Internet Explorer and open the mySAP Workplace.com ESS Website.



⁸ Changing your password using the SAP Desktop Icon WILL NOT change your password on ESS. Each must be changed separately but can be set to the same password.

5. The My Bookings screen lists your current class bookings.

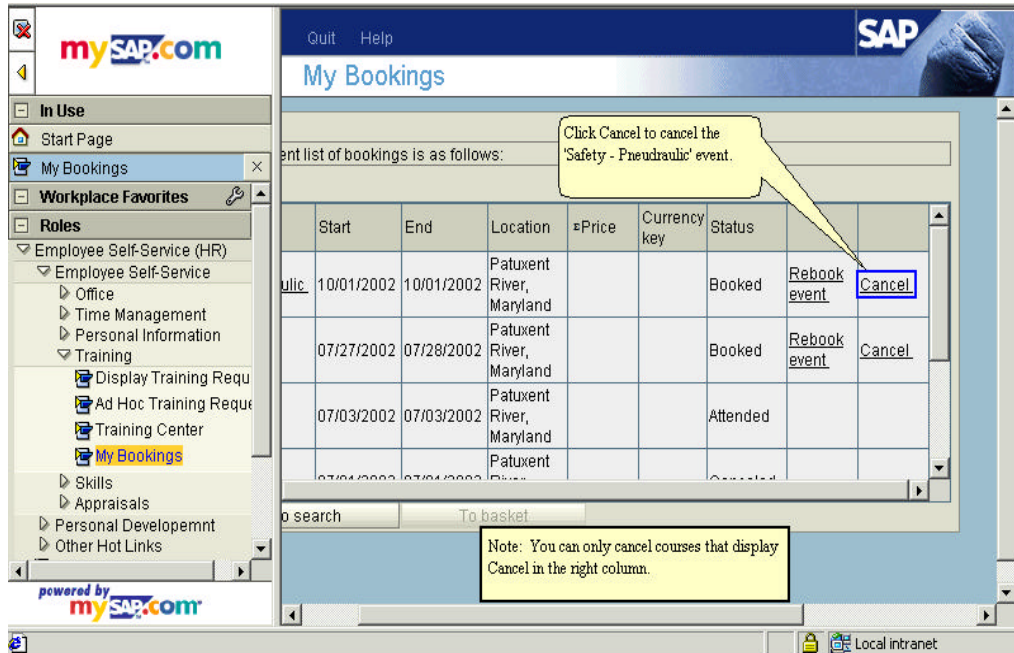
6. Use the scroll bars to scroll the screen to see all your bookings and the data associated with them.



7. Select the Training Event you want to cancel and scroll over to the column where the "Cancel" option is presented.

8. Click "Cancel" to cancel the selected event.

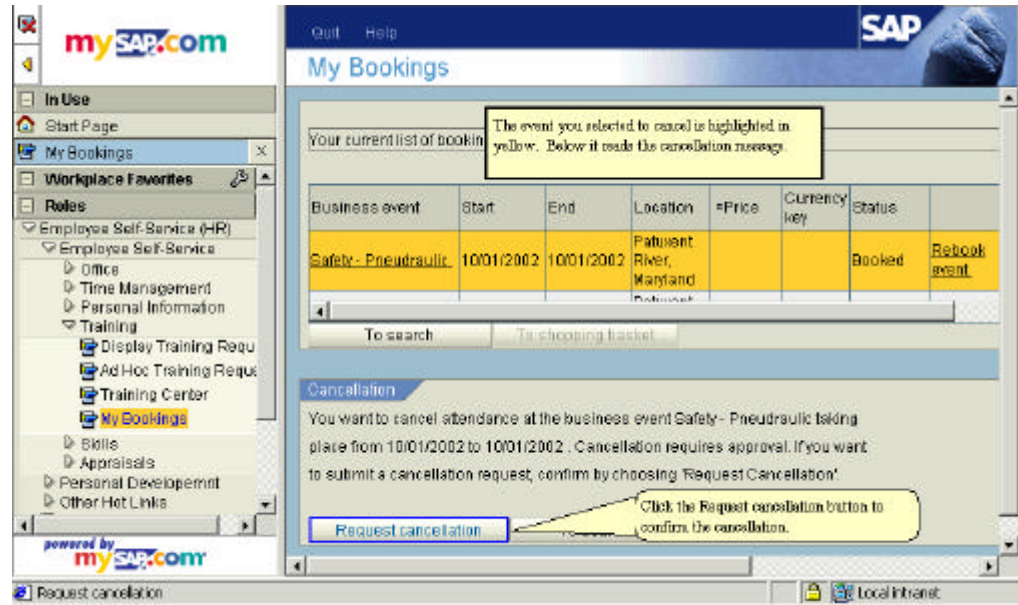
NOTE: You can only Cancel courses which display the word "Cancel" in the right column.



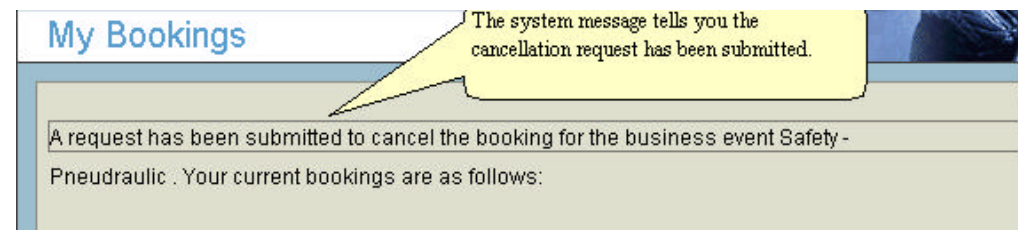
9. The event you selected to be Cancelled is highlighted in yellow.

A Cancellation message is displayed telling you that you must get approval to cancel this course.

10. Click the "Request cancellation" button to confirm your request to cancel this course.



11. A message confirming your request to cancel is displayed along with your remaining course bookings.



The Request to Cancel this Course is Completed.

Note to Supervisors and Managers on Cancellations

Training Course Cancellations will require Approval by the Employee's Supervisor, the BFM and the Training Manager. The Cancellation Request will appear in the Supervisor's or Manager's SAP Business Workplace Inbox and can be processed in a similar manner to Training Requests.

If you have any questions about processing a Training Course Cancellation, please feel free to contact any of the Human Resources Training Contacts listed on page 4 of this book.

APPROVING A TRAINING REQUEST – SUPERVISOR

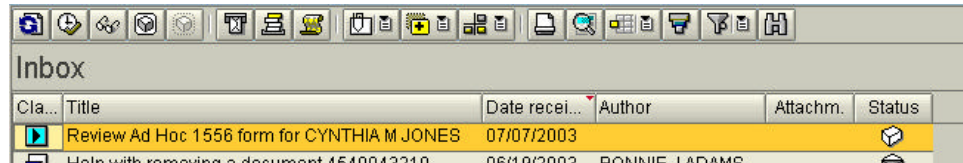
1. If you are not signed on to SAP through the Desktop icon, log into SAP through the Desktop Icon



2. Go to your SAP Business Workplace by clicking on the SAP Business Workplace icon



3. Double click on your Inbox to open it. A list of training requests to be approved will be in the list of documents in your Inbox.



4. Double click on the Training Request you want to Review and Approve out to continue processing your 1556 request.

The Training Request will be presented for your Review and Approval.

TIP: Certain fields on the **Attendee Data**, **Course Data** and **Course Cost** tabs are white which means they can be modified by the Supervisor prior to Approving the Training Request.

NOTE: Validity dates cannot be changed.

Change DD Form 1556

Training Request: JONESCM1 Training Administration

Planning Status: Active

Validity: 07/07/2003 to 07/08/2003

DD Form 1556 01 9R 50203906 1

Subtype: 8002 Ad-Hoc Training Request

Print 1556 Form

Print copy 1 Agency (2 pages)

Print copy 3 Vendor Copy (2 pages)

Print copy 8 Evaluation (2 pages)

Attendee Data | **Course Data** | Course Cost | Course Approval

SUBSCREEN 2003

Direct Cost

Tuition: []

Books, Materials, and Other Costs: []

Total Direct Costs: 0.00

Indirect Cost

Travel Cost: []

Hours

Direct: 4

Non-duty: []

Total Hours: 4

JON (VBS Element): []

Record 1 of 1

5. After reviewing and/or updating the Training Request, click on the Course Approval tab.

The Course Approval screen will be presented.

6. Click on the Supervisor's Approval field to get the "Approved / Rejected" pop up box.

7. Approve or Reject the Training Request by double clicking on the appropriate entry.

Training Request: JONESCOM1 Training Administration

Planning Status: Active

Validity: 07/07/2003 To: 07/08/2003

DD Form 1556 01 9R 50203472 1

Subtype: 0002 Ad-hoc Training Request

Print 1556 Form

Print copy 1 Agency (2 pages)

Print copy 3 Vendor Copy (2 pages)

Print copy 9 Evaluation (2 pages)

Approval status (rejected, approved)

ApprStatus	Short text
A	Approved
R	Rejected

Supervisor's Approval

Name:

Title:

Phone:

Reviewed by Financial

Budget Manager:

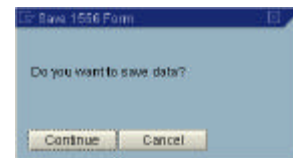
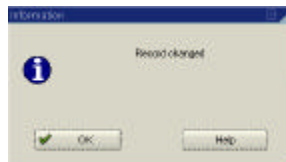
Name:

Record 1 of 1

8. Press the Enter key or click on the green check ball icon to populate the appropriate fields with the Supervisor's name and title.


9. Click the Save icon to save the Request. Click Continue on the pop-up box to confirm that you want to save the record.

10. Click OK on the Record Changed pop-up window.



11. Click on the Back Arrow icon to begin the Workflow process.


12. Enter the last name of Budget Manager who will approve this Training Request.


TIP: Enter only the last name and then press Enter or click the green check icon  to get a list of people with that last name.

NOTE: If a “contact person hit list” is presented, it is sorted by last name IN UPPER CASE, then by last name in Upper/Lower case. So if you don’t see your supervisor in top of the list (UPPER CASE SORT), scroll down to look at the Upper/Lower case sort at the bottom of the list.

TIP: You can sort this list by the first name of the person by clicking on the “First Name” column header and then clicking on the Sort icon.

NOTE: BE SURE TO PICK THE RIGHT PERSON. There have been many situations where the wrong person was entered as a Supervisor and in some cases, the person selected “REJECTED” the training request because they did not know what to do with it. This results in the need to re-enter the Training Request.

13. Click the green check icon  to start the Workflow.

Click the Complete work item button  Complete work item to send the Training Request to the Budget Manager for Approval.

NOTE: If you do not click the “Complete work item” icon the Training Request will remain in your Inbox for processing.

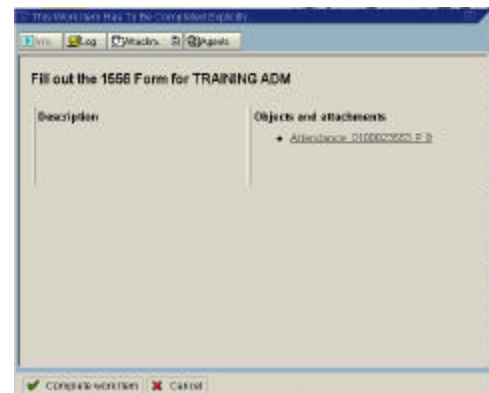
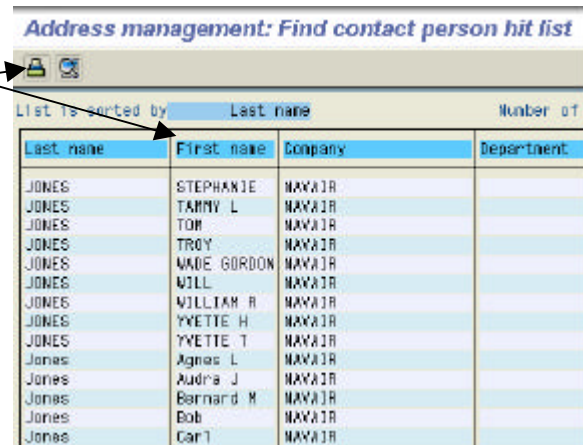
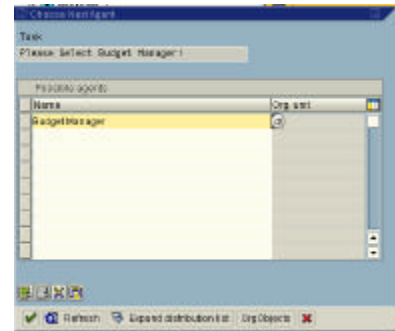
The Supervisor Approval of the Training Request is Complete.

The DD 1556 Form will disappear from the Supervisor’s SAP Business Workflow Inbox.

It will appear in the Budget Manager’s SAP Business Workflow Inbox.

A NOTE ON THE TRAINING REQUEST APPROVAL WORKFLOW:

- The Budget Manager will approve the request and forward it to the Training Manager for Training Approval.
- After the Training Manager has approved the request, the Employee will be automatically booked into the course.
- A confirmation message will be sent to the Employee’s SAP Business Workflow Inbox after the Training Request is approved.
- If a Training Request is not acknowledged by an Approver by the 4th day, a notification will be sent to the Employee’s SAP Business Workflow Inbox.



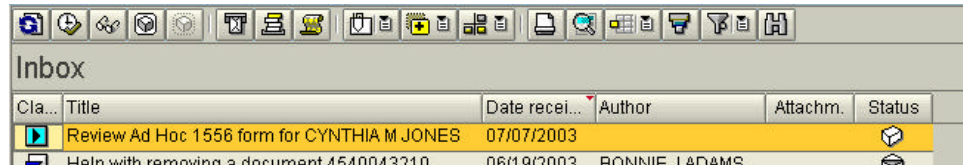
APPROVING A TRAINING REQUEST – BUDGET MANAGER

1. If you are not signed on to SAP through the Desktop icon, log into SAP through the Desktop Icon



2. Go to your SAP Business Workplace by clicking on the SAP Business Workplace icon

3. Double click on your Inbox to open it. A list of training requests to be approved will be in the list of documents in your Inbox.



4. Double click on the Training Request you want to Review and Approve out to continue processing your 1556 request.

The Training Request will be presented for your Review and Approval.

Training Request: JONESCM1 Training Administration

Planning Status: Active

Validity: 07/07/2003 to 07/08/2003

DD Form 1556: 01 SR 502634721

Subtype: 8882 Ad-hoc Training Request

Print 1556 Form: ☒ Print copy 1 Agency (2 pages)
☐ Print copy 3 Vendor Copy (2 pages)
☐ Print copy 8 Evaluation (2 pages)

Attendee Data Course Data Course Cost Course Approval

SUBSCREEN 2001

Attendee: JONES, CYNTHIA

Position: PERSONNEL MANAGEMENT

Position Level Code:

Pay Plan/Series: GS / 2 / 0 / 0

Type of Appointment: 1: Civil Career

Organization: TOTAL FORCE MANAGEMENT DIV

Organization Code: 7328000

Do you require special accommodations? ☐

Would you like your home address printed on the 1556 form? ☐

Would you like your home phone number printed on the 1556 form? ☐


Record: 1 of 0


5. Click on the Course Approval tab.

The Course Approval screen will be presented.


6. Scroll down to the Reviewed by Financial Budget Manager section and click on the Financial / Budget Manager's Approval field to get the "Entry Yes/No" pop up box.

7. Approve or Reject the Training Request by double clicking on the appropriate entry.

8. Press the Enter key or click on the green check ball icon  to populate the appropriate fields with the Budget Manager's name and title.

9. Click the Save icon  to save the Request. Click Continue on the pop-up box to confirm that you want to save the record.

10. Click OK on the Record Changed pop-up window.

11. Click on the Back Arrow icon  to begin the Workflow process.

12. Enter the last name of Training Manager who will approve this Training Request.

Training Managers at Lakehurst:


Training Manager for SIGMA/SAP related training courses:

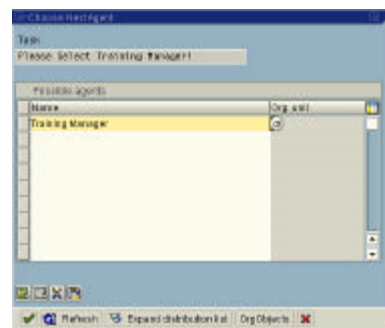
Cynthia M Jones x2206

Training Manager for all other training courses:

Mary J Holmes x7322

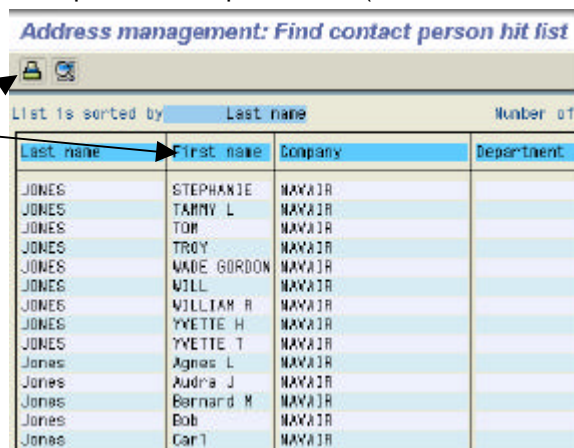
TIP: Enter only the last name and then press Enter or click the

green check icon  to get a list of people with that last name.



NOTE: If a “contact person hit list” is presented, it is sorted by last name IN UPPER CASE, then by last name in Upper/Lower case. So if you don’t see your supervisor in top of the list (UPPER CASE SORT), scroll down to look at the Upper/Lower case sort at the bottom of the list.


TIP: You can sort this list by the first name of the person by clicking on the “First Name” column header and then clicking on the Sort icon.



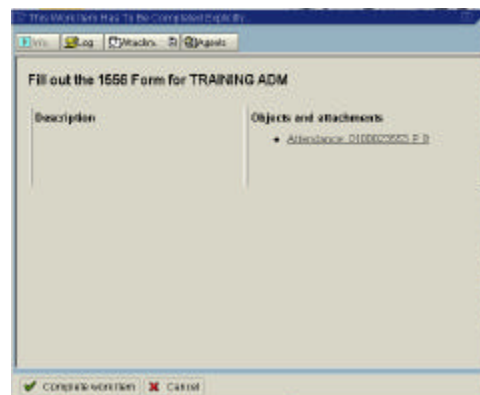
NOTE: BE SURE TO PICK THE RIGHT PERSON.

There have been many situations where the wrong person was entered as a Supervisor and in some cases, the person selected "REJECTED" the training request because they did not know what to do with it. This results in the need to re-enter the Training Request.

13. Click the green check icon  to start the Workflow.

14. Click the Complete work item button  to send the Training Request to the Training Manager for Approval.

NOTE: If you do not click the “Complete work item” icon the Training Request will remain in your Inbox for processing.



The BFM Approval of the Training Request is Complete.

The DD 1556 Form will disappear from the BFM's SAP Business Workflow Inbox.

It will appear in the Training Manager's SAP Business Workflow Inbox.

A NOTE ON THE TRAINING REQUEST APPROVAL WORKFLOW:

- After the Training Manager has approved the request, the Employee will be booked into the course.
- A confirmation message will be sent to the Employee's SAP Business Workflow Inbox after the Training Request is approved.
- If a Training Request is not acknowledged by an Approver by the 4th day, a notification will be sent to the Employee's SAP Business Workflow Inbox.

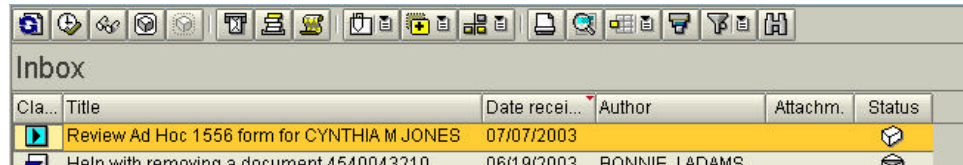
APPROVING A TRAINING REQUEST – TRAINING MANAGER

1. If you are not signed on to SAP through the Desktop icon, log into SAP through the Desktop Icon



2. Go to your SAP Business Workplace by clicking on the SAP Business Workplace icon

3. Double click on your Inbox to open it. A list of training requests to be approved will be in the list of documents in your Inbox.



4. Double click on the Training Request you want to Review and Approve out to continue processing your 1556 request.

The Training Request will be presented for your Review and Approval.

Training Request: JONESCM1 Training Administration

Planning Status: Active

Validity: 07/07/2003 to 07/08/2003

DD Form 1556: 01 SR 50263472 1

Subtype: 8882 Ad-hoc Training Request

Print 1556 Form: ☒ Print copy 1 Agency (2 pages)
☐ Print copy 3 Vendor Copy (2 pages)
☐ Print copy 8 Evaluation (2 pages)

Attendee Data Course Data Course Cost Course Approval

SUBSCREEN 2001

Attendee: JONES, CYNTHIA

Position: PERSONNEL MANAGEMENT

Position Level Code:

Pay Plan/Series: GS / 2 / 0 / 0

Type of Appointment: 1: Civil Career

Organization: TOTAL FORCE MANAGEMENT DIV

Organization Code: 7328000

Do you require special accommodations? ☐

Would you like your home address printed on the 1556 form? ☐

Would you like your home phone number printed on the 1556 form? ☐


Record: 1 of 0


5. Click on the Course Approval tab.

The Course Approval screen will be presented.

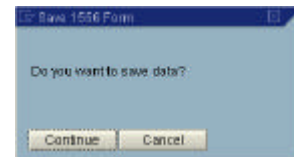
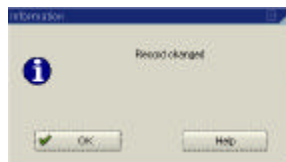
6. Scroll down to the Training Manager's Approval section and click on the Training Manager's Approval field to get the "Approval Status (rejected/approved)" pop up box.

7. Approve or Reject the Training Request by double clicking on the appropriate entry.

8. Press the Enter key or click on the green check ball icon  to populate the appropriate fields with the Training Manager's name and title.

9. Click the Save icon  to save the Request. Click Continue on the pop-up box to confirm that you want to save the record.

10. Click OK on the Record Changed pop-up window.



The Training Manager Approval of the Training Request is Complete.

The DD 1556 Form will disappear from the Training Manager's SAP Business Workflow Inbox.

An automatic notification to the Employee will appear in the Employee's SAP Business Workflow Inbox.

A NOTE ON THE TRAINING REQUEST APPROVAL WORKFLOW:

- A confirmation message will be sent to the Employee's SAP Business Workflow Inbox after the Training Request is approved.
- If a Training Request is not acknowledged by an Approver by the 4th day, a notification will be sent to the Employee's SAP Business Workflow Inbox.

APPENDIX A - TRAINING FIELD DEFINITIONS

BUSINESS EVENT A Business Event is a training class. You can find What is it? Where do I receive this information? From the Course Catalog or if it is an Unplanned course (i.e College Course), you will enter the name of the Course in the Business Event field. NOTE: You will select this field from the Business Event Catalog or you will fill it in if you are doing an Ad Hoc Training Request.

RECEIVER WBS ELEMENT FIELD What is it? Starting just below and indented under the Project Definition, these represent major pieces of work in the Project. Each WBS level is indented and below its parent WBS element. SAP allows for as many WBS levels as needed, though they should be kept to the minimum required to define and manage the Project. Work can be planned at a WBS element level, in which case the WBS element is synonymous with a Work Package, Planning Package, or a Summary Planning Account. From whom do I receive this information? Program BFM, Team Lead

NETWORK, ACTIVITY, AND SUB-NETWORK FIELD What is it? NAVAIR ABC hierarchy (6 Core Processes) standard network templates will be used to create networks and network activities subordinate to Project WBS elements

- Acquisition Management - Test and Evaluation
- In-Service Support - Repair and Modification
- Technology Development and Organic Development/Production
- Support Operations.

Sub-networks will be used to perform detailed planning and execution subordinate to the network activity level
From whom do I receive this information? Program BFM, Team Lead NOTE: If you work on a direct project or reimbursable work, you will fill out these fields to the lowest level of detail possible.